



Document title: Local Development Scheme (March 2020)

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## **Westminster Local Development Scheme (Planning Policy Work Programme) (March 2020)**

## Preface

This document sets out details of what planning policy documents we intend to produce in order to meet the objectives of City for All. It has been prepared as a Local Development Scheme (LDS) under section 15 of the Planning and Compulsory Purchase Act 2004 (as amended) and regulations 7 and 8 of the Town and Country Planning (Local Development) (England) Regulations 2004.

As a result of major changes in national and regional policies, the timescale for the City Plan revision, and its subsequent documents, take into account:

- the draft replacement London Plan (December 2017, examined in 2019);
- the revised National Planning Policy Framework (July 2018 and February 2019);
- publication of details of a new national methodology for establishing housing need; and;
- a number of detailed changes to national Planning Practice Guidance.

This LDS replaces the LDS issued in November 2019. It also details the timetable for additional documents which will assist with the effective implementation of the new City Plan.

The workstreams presented within this document are critical in informing - and cementing - Westminster's world-class city status both now and in the future.

Each requires meticulous analysis and external stakeholder involvement. As such, any timings must be flexible enough to ensure that all policies are given adequate time for robust completion. For that reason, we have included indicative timetables to give an overview, rather than an exact timing plan.

The contents of each document will be regularly monitored through the Authority Monitoring Report and updated as required.

Through review and analyses we can drive forward the council's ambitions for Westminster to be a city of excellence in all areas.

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## 1. Introduction

This Local Development Scheme sets out the council's work programme for the documents that form its planning policy framework. It has been prepared in accordance with the requirements of section 15 of the Planning and Compulsory Purchase Act 2004 (as amended) and regulations 7 and 8 of the Town and Country Planning (Local Development) (England) Regulations 2004.

It replaces the last version of the Local Development Scheme published in June 2019. Revisions have been necessary due to the progression of the City Plan and London Plan.

Within London, the Statutory Development Plan consists of three tiers. At the regional level, the Mayor of London produces the spatial strategy for all of London (known as the London Plan), which provides strategic direction that borough's local planning policies should be in 'general conformity' with. At a local authority level, boroughs produce Local Plans to further guide development in their areas. At a neighbourhood level, locally designated Neighbourhood Forums produce Neighbourhood Plans, which focus on issues of a specific local interest. In Westminster, the Statutory Development Plan therefore consists of:

- The London Plan (last adopted in 2016 and currently undergoing revision)
- The City Plan 2016 and saved UDP policies (all proposed to be replaced by the Development Plan Documents listed in section 2 of this Local Development Scheme)
- 'Made' Neighbourhood Plans (currently the Knightsbridge Neighbourhood Plan and the Mayfair Neighbourhood Plan).

The remainder of this document sets out details of what documents the council intends to produce as part of its planning policy framework. It includes details of documents that will have Development Plan status (known as Development Plan Documents), and other documents that will impact the planning process – such as Supplementary Planning Documents, the Statement of Community Involvement, and a review of the Community Infrastructure Levy Charging Schedule.

## 2. Document profiles

Title	<b>City Plan 2019-2040 (and Policies Map)</b>
Role and content	<p>The City Plan will provide a comprehensive strategy of how much growth should be accommodated and where in Westminster over the period 2019 – 2040. It will include policies to help determine planning applications for a range of land uses and provide a strategic framework for neighbourhood plans, future Site Allocations (to be set out in the Site Allocations DPD), and supplementary guidance to be set out in Supplementary Planning Documents. Key priorities for the future growth of Westminster set out in the City Plan include affordable housing, economic growth, heritage, and responding to climate change.</p> <p>This plan will be accompanied by a Policies Map that will help identify land use designations and serve as a useful tool in determining planning applications. Once adopted, the plan will replace the 2016 City Plan, and all saved policies from the UDP.</p>
Conformity	Consistent with NPPF and general conformity with the London Plan
Indicative timetable	<ul style="list-style-type: none"> <li>• Notification of the intent to prepare the revision (Regulation 18) – [June - July 2017 - <i>complete</i>]</li> <li>• Informal consultation on Draft Plan – [November – December 2018 - <i>complete</i>]</li> <li>• Formal Regulation 19 consultation on the Submission Draft Plan – [June – July 2019 - <i>complete</i>]</li> <li>• Submission to the Secretary of State – [November 2019 - <i>complete</i>]</li> <li>• Examination Hearings – [Spring/ Summer 2020]</li> <li>• Inspector's Report – [Autumn 2020]</li> <li>• Adoption – [Winter 2020]</li> </ul> <p><i>Note: the impact of Covid-19 on the City Plan timetable is currently unknown. The programme will be updated once there is more certainty.</i></p>
Arrangements for review	The effectiveness of the policies will be annually assessed through the Authority Monitoring Report, using the key performance indicators included

	<p>within the City Plan. A review will automatically be required within 5 years of its adoption in accordance with the Town and Country Planning (Local Planning) (Amendment) Regulations.</p> <p>As the new London Plan is yet to be adopted, and it has been examined against the previous NPPF, the Secretary of State has made clear that post adoption an early review of the London Plan that is compliant with the latest NPPF will be required. Future changes to the London Plan may therefore also trigger partial reviews of strategic elements of the City Plan before a full review of the City Plan is required.</p>
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Title	<b>Review of Community Infrastructure Levy (CIL) Charging Schedule</b>
Role and content	This details the types of development required to pay Westminster Council a levy, and cost per square metre of development. These charges are in addition to the Mayor of London's Community Infrastructure Levy.
Conformity	Consistent with NPPF and CIL regulations
Indicative timetable	<ul style="list-style-type: none"> <li>• Evidence gathering/ preparation [Autumn 2020]</li> <li>• Consultation and engagement [Winter 2020/21]</li> <li>• Examination [Spring 2021]</li> <li>• Adoption [Summer 2021]</li> </ul>
Arrangements for review	The Schedule's effectiveness will be monitored through the Authority Monitoring Report and Infrastructure Funding Statement and reviewed as appropriate.

Title	<b>Site Allocations Development Plan Document</b>
Role and content	The Site Allocations DPD will identify and provide guidance on large development sites expected to make a major contribution to the city's strategic growth targets to the period 2040 as identified in the City Plan. It will allocate individual sites, setting out what use or mix of uses are supported in principle, provide site specific guidance of issues that any

	proposal will need to respond to, and give an indication of likely development capacity and timeframe for development.
Conformity	Consistent with the NPPF and strategic policies in the City Plan, general conformity with the London Plan.
Indicative timetable	<ul style="list-style-type: none"> <li>• Regulation 18 Notification of the intent to prepare a Site Allocation DPD – [ Early 2021]</li> <li>• Regulation 19 consultation on draft DPD – [Summer/Autumn 2021]</li> <li>• Submission to Secretary of State and Examination – [Winter 2021/22]</li> <li>• Adoption – [Spring/Summer 2022]</li> </ul>
Arrangements for review	The development of sites in line with the DPD will be monitored through the Authority Monitoring Report and the DPD will be subject to review following any changes made to the City Plan.

Title	<b>Statement of Community Involvement</b>
Role and content	Stakeholder involvement is a critical part of the planning process. The Statement of Community Involvement was last reviewed in 2014, and therefore needs to be updated to take account of additional requirements as determined by new Neighbourhood Planning Regulations and the PAS Review of Westminster's Planning Service.
Conformity	Planning and Compulsory Purchase Act 2004 and subsequent regulations.
Indicative timetable	<ul style="list-style-type: none"> <li>• Evidence gathering/ preparation [Summer 2020]</li> <li>• Consultation and engagement [Winter 2020]</li> <li>• Adoption [Winter 2020]</li> </ul>
Arrangements for review	To be reviewed as appropriate, and in response to any relevant changes in planning legislation.

Title	<b>Supplementary Planning Documents (SPDs)</b>
Role and content	Following adoption of the City Plan, the council will undertake a comprehensive review of all existing topic-based Supplementary

	<p>Planning Documents (SPDs). These will be updated, consolidated and replaced as necessary to ensure any supplementary technical guidance is current and in accordance with the City Plan, which sets the strategic framework and broad principles for all future development in Westminster. At this stage, it is envisaged that there may be new SPDs which cover:</p> <ul style="list-style-type: none"> <li>• <b>Planning obligations and affordable housing</b> – which will supplement policies 9 (affordable housing), 10 (affordable contributions in the CAZ), 19 (education and skills), 33 (air quality) and 37 (energy) of the City Plan, and explain the relationship between CIL and s106 agreements for planning obligations. Where s106 contributions are to be sought, it will set out how these will be calculated – including for affordable housing payments in lieu; employment, education and skills initiatives; air quality mitigation; and the carbon offset fund. It will also provide further guidance on intermediate housing products, their acceptability, and indicative income levels for such housing, and the application of land use swaps.</li> <li>• <b>Design and Heritage</b> – which will supplement policies 39 (design principles), 40 (Westminster's heritage), 41 (townscape and heritage) and 46 (basement developments) of the City Plan. It will provide technical guidance and signpost to best practice in the design and layout of new buildings, and the extension and alteration of existing buildings. This will consolidate and update guidance from numerous existing and dated SPGs and SPDs including: Basement developments in Westminster SPG (2014); Conservatories SPG (1994); Design matters in Westminster SPG (2001); Designing out crime in Westminster SPG (1997); Food and drink premises SPG (1999); Inclusive design and access SPG (2007); Mews: a guide to alterations SPG (1992); Repairs and alterations to listed buildings SPG (1995); Roofs: a guide to</li> </ul>
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	<p>alterations and extensions on domestic buildings SPG (1995); Shopfronts, blinds and signs SPG (1990); Design guidelines for shopfront security SPG (1994); Development and demolition in conservation areas SPG (1996); and the Architectural theft SPG (1991). Design and Heritage may be progressed as two separate SPDs.</p> <ul style="list-style-type: none"> <li>• <b>Public Realm</b> – which will supplement policies 44 (public realm) and 45 (security measures in the public realm) of the City Plan by providing technical guidance and signposting to best practice on development activity in the public realm. It will consolidate and update guidance contained in existing dated SPGs including: Public art in Westminster SPG (1992); Food and drink premises SPG (1999); Tables and chairs on the highway SPG (2005); and the Westminster Way: public realm strategy SPD (2011).</li> <li>• <b>Environment</b> – which will supplement the environment policies and the wider sustainability requirements that are embedded in the City Plan and respond to the climate emergency that the council declared in 2019. The SPD will provide detailed technical guidance that will support the delivery of sustainably designed and constructed climate resilient developments to help improve air quality, minimise flood risk, significantly reduce carbon emissions, and enhance green infrastructure provision.</li> <li>• <b>Good Growth in the West End</b> – which will be prepared to supplement City Plan policies 2 (West End Retail and Leisure Special Policy Area and Tottenham Court Road Opportunity Area) and 7 (managing development for Westminster's people), to guide developers of how 'good growth' that fully considers its wider impacts, and secures community buy-in, can be achieved across the West End. This will include signposting to best practice, and the document will be prepared jointly with the London Borough of</li> </ul>
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	Camden to cover a geography that extends beyond Westminster's boundaries given the functional extent of the West End.
Conformity	Consistent with, and supplement, policies in City Plan
Indicative timetable	<p>The Environment and Planning Obligations and Affordable Housing SPDs are prioritised. Scoping has already begun, concurrent with the examination of the City Plan 2019 – 2040 to enable swift consultation and adoption of these documents following the adoption of the City Plan.</p> <p>The phased production and consultation on the remaining individual SPDs may be necessary, but as a broad guide the programme of works is anticipated as follows:</p> <ul style="list-style-type: none"> <li>• Evidence gathering/ preparation [Winter 2020/21]</li> <li>• Consultation and engagement [Summer 2021]</li> <li>• Adoption [Late 2021]</li> </ul>
Arrangements for review	These documents will be monitored through the Authority Monitoring Report, with further reviews or additional SPDs produced as and when required.

### 3. Other Workstreams

#### Local Enforcement Plan

The Council will prepare a new Local Enforcement Plan following the adoption of the City Plan 2019 – 2040. This will enable breaches of planning control to be tackled, the integrity of decision-making to be maintained and ensure that public acceptance of decision making is maintained in line with national guidance. Scoping of the document will take place over the summer 2020, with consultation in the autumn and adoption anticipated by the end of 2020.

#### Conservation Area Appraisals

Westminster has 56 conservation areas, nine of which are without an adopted conservation area audit. Audits of these conservation areas (listed below) will therefore be prioritised.

Conservation Areas without an audit	Notes on review
Belgravia	A draft audit was consulted upon in 2013. A review and re-consultation is likely to be necessary prior to adoption.
Haymarket	Could be combined into one audit
Leicester Square	
Regent's Park	Could be combined into one audit
Royal Parks	
Covent Garden	-
Maida Vale	-
Mayfair	-
Regent Street	-

## **Neighbourhood Planning**

The council has a statutory obligation to provide advice and support to local communities preparing Neighbourhood Plans through the Localism Act (2011). Westminster has 21 designated neighbourhood areas. Of these, 16 Neighbourhood Forums or Community Councils have responsibility for preparing Neighbourhood Plans in their areas. As these plans are not prepared by the council (and their timetables depend on the community's progress) they have not been included in the document profiles section of this LDS. To date, two Neighbourhood Plans have been 'made' - Knightsbridge ('made' in December 2018), and Mayfair ('made' in December 2019). Several other Neighbourhood Plans are currently being drafted. Once 'made', neighbourhood plans form part of the Development Plan for Westminster.

## **4. Project management**

### **Governance and Resources**

Documents listed in this LDS are governed by a cross-directorate officer group - the City Plan Governance Group. This includes the Executive Directors of Policy, Performance and Communications, as well as Growth, Planning and Housing and the Chief Executive.

The Governance Group has regular meetings with the Cabinet Member for Business and Planning, in an advisory capacity. These meetings serve to inform the Cabinet Member and provide context from which decisions can be made.

In addition to Cabinet Member approval, final adoption of the documents with Development Plan status will require adoption at Full Council.

The City and Planning Policy team has the primary responsibility for preparing the City Plan and other documents within this LDS. The team currently consists of:

- 1 x City and Planning Policy Team Leader
- 3 x Principal Policy Officers
- 2 x Policy Officers
- 1 x Policy and Projects Support Officer

Support is also provided by the Policy, Performance and Communications Department and from other Directorates including Growth, Planning and Housing and City Management and Communities.

## **Risk Assessment**

The indicative timetables in this document are considered realistic. Each has taken into account staff resources, stakeholder involvement, external involvement from the Planning Inspectorate as well as the council's own decision-making process. The LDS and the timings within it will be reviewed and updated at least every three years.

## **Monitoring and Review**

Progress on the preparation of the City Plan, Neighbourhood Plans, and any Supplementary Planning Documents will be monitored annually through the Authority Monitoring Report (AMR).

Performance reports will take into account whether the proposed timescales presented in this document have been met and assess the extent updated policies are achieving their intended goals. If necessary, additional updates, or indeed, new supplementary planning documents may be proposed.